

## **Department of Justice**

### **Program Manager (Police Operations)**

Vacancy Ann.#: 08-CRM-DF-DEU-082

Who May Apply: Public

Pay Plan: GS-0340-15/15

Appointment Term: Term

Job Status: Full-Time

Opening Date: 11/7/2008

Closing Date: 11/21/2008

Salary: From 115,317.00 to 149,000.00 USD per year

Additional Duty Location Info: 1 vacancy - Washington, DC

#### **JOB SUMMARY:**

This position is located on the staff of the International Criminal Investigative Training Assistance Program (ICITAP), an office of the Criminal Division. The incumbent of this position will serve as an Assistant Director for Police Operations under the Active Component of the Civilian Response Corps (CRC-A) initiative that provides the U.S. Government (USG) with a rapid response capability to stabilization crises. The primary duties of the position involve training and planning for, providing direct support to, and conducting U.S. Government Reconstruction and Stabilization (R&S) field operations. Deploys on very short notice to selected overseas areas and serves as a key leader regarding on-going and future, complex, R&S technical assistance and development engagements, undertaken on behalf of the Department of State either under U.S. leadership or by others with coordination with the U.S., in one or more countries in any one of the following regions: Latin America and the Caribbean; Africa and the Middle East, Central and Eastern Europe, Eurasia, or Asia and the Pacific. Also may be detailed domestically or deployed abroad, on an as needed basis, for professional development assignments.

#### **MAJOR DUTIES:**

As the Assistant Director of Police Operations you will be responsible for providing leadership and coordination over a variety of police operations designed to provide U.S. assistance in Reconstruction and Stabilization (R&S) initiatives and activities. In that capacity, the Assistant Director's activities include, but are not limited to: Managing and overseeing crime control initiatives, logistics processes, training, crime prevention, investigative functions, planning, collection and use of intelligence, public relations, reporting procedures, narcotics control efforts, prisoner handling processes, internal control procedures, adherence to the rule of law, and maintenance of public order. Monitor and oversee command personnel concerning administrative, human resources, strategic planning, logistics, budgetary, allocation of personnel, internal communications, quality assurance, public relations, training, operational, leadership, and justice system participation matters. Facilitate criminal justice integration activities by working closely with other assistant directors to ensure consistency within the system of justice, establish

appropriate administrative protocols, and define component responsibilities. Ensuring adherence to the R&S mission implementation plan by obtaining a thorough knowledge of the plan and through frequent interaction with the Director for Criminal Justice Operations, subordinates, and US and foreign counterparts from governmental, non-governmental, and private organizations. Evaluating police operations activities, as they pertain to goals of the mission, by developing an operational assessment plan, implementing the plan, identifying areas of deficiency, developing a plan of action for overcoming deficiencies, identifying implementation benchmarks, communicating plan and benchmarks to contributing individuals/entities, facilitating the accomplishments of benchmarks, generates status reports relative to progress towards goals, and keeps the Director of Criminal Justice Operations advised of progress and factors impeding progress towards mission goals. Participating in the development and execution of interagency plans for R&S justice sector police operations technical assistance and development engagements. Ensure police operations related justice sector R&S work plan, program management data reports (including technical financial and contract documentation), and other related police operations documents and systems are consistent with funded proposals, comprehensive, submitted in a timely manner, and conforms with appropriate U.S. policies and requirements. Managing the development and maintenance of appropriate, available information and financial management systems in order to ensure the integrity and reliability of data provided.

#### **HOW TO APPLY**

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for Department of Justice applicants. To obtain information about this position and TO APPLY, please click on <http://www.avuecentral.com/vacancy.html?ref=WECNT>.